



## Guidelines for Grade Level Placement for Off-Cycle Students

1. After **review of official records** for a potential grade level, check date of birth documents to assure that student will not be older than 18 years and 9 months at start of grade 12\*. This would not be the only determiner but age is a significant factor in placement. Grade level placement without records will be based on the IUSD Grade Level Chart.
2. If a student was previously enrolled in a grade level but **did not complete** the grade level during the school year at the time of enrollment, place the student into the uncompleted **same** grade level. If a student earned partial credit for a school year, but did not attend school for the remainder of the school year, enroll the student into the most appropriate grade level after age and records consideration.
3. If a student **completed** a grade level in **grades 9-11** and enrolls in IUSD between August and December, enroll the student into the **next** grade level (e.g., 9 to 10, 10 to 11).
4. If a student completed a grade level in **grades TK-8** and enrolls in IUSD between August and December, the student may remain in the same grade level at the discretion of administration.
5. If a student completed a grade level and enrolls in IUSD between December and June, the student may be able to be enrolled into the **same** completed grade level for the remainder of the IUSD school year (e.g., completed grade 8 could stay in grade 8, completed grade 9 could stay in grade 9, etc.). This would be with consideration of age, records and family circumstances.
6. All cases should be decided with appropriate site staff and at the discretion of administration.

\* Students older than 18 years, 9 months may run into conflicts with CIF rules for participation in sports depending on the season.

*May 10, 2017*

### BOARD OF EDUCATION

PAUL BOKOTA / LAUREN BROOKS / BETTY CARROLL / IRA GLASKY / SHARON WALLIN  
TERRY L. WALKER, *Superintendent of Schools*

JOHN FOGARTY, *Assistant Superintendent, Business Services* / BRIANNE FORD, *Chief Technology Officer*  
EAMONN O'DONOVAN, *Assistant Superintendent, Human Resources* / CASSIE PARHAM, *Assistant Superintendent, Education Services*

**IUSD . . . providing the highest quality educational experience we can envision.**